

This Notice Expires 1 January 1983

MANAGEMENT

4 June 1982

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ODP REGISTRY COPY

USE OF AGENCY COMPUTERS FOR NONOFFICIAL BUSINESS

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1. This notice is a reminder to all employees and other persons granted access to Agency computer systems that these systems are to be used only for official business. Their use for personal purposes or private gain is unacceptable and may result in disciplinary action, including possible separation from the Agency.

2. Line managers are responsible for monitoring the use of Government resources by their personnel. This oversight responsibility specifically includes the proper use of Government computer systems. When line managers or other personnel suspect that a computer system resource is being misused, it is their responsibility to report this abuse to senior management within their components or to appropriate representatives of the Office of Security or the Office of Inspector General. All suspected abuse will be investigated thoroughly.

3. All users of ODP computer systems should be aware that the Office of Data Processing, in conjunction with the Office of Security, is authorized to audit usage of ODP computer systems periodically. The Director of Data Processing will assist managers in auditing incidents of suspected misuse of an ODP computer system. Any verified misuses of these systems will be reported to appropriate authorities for further action.

Harry E. Fitzwater
Deputy Director
for
Administration

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